



**NORTHWEST POWER
NORTHWEST VALUES**

Job Title & Series: Public Utilities Specialist (Energy Efficiency Contracts) GS-1130	Job Announcement Number: 8271-10-DE
Grade & Salary Range: GS-09: \$50,628 - \$65,812 GS-11: \$61,255 - \$79,628 GS-12: \$73,420 - \$95,444 <i>The full performance level of this position is GS-12. This position may be filled at GS-9, GS-11 or GS-12.</i>	Opens: 09/20/10 Closes: 10/01/10 <i>(Applications must be received by 11:59 p.m. Pacific Time (PT) to be accepted.)</i>
Benefits: BPA offers a comprehensive benefits package. http://www.jobs.bpa.gov/Benefits/	
Organization: Chief Operating Officer / Energy Efficiency / Contract Administration (KLK)	Location: Seattle, WA
Type of Position: This is a Permanent position with a full-time work schedule.	
Anticipated number of positions to be filled: More than one position may be filled from this announcement	

ELIGIBILITY:

All United States citizens are eligible to apply.

NOTE: Current or former federal employees eligible for transfer or reinstatement, veterans eligible for appointment under the Veterans' Employment Opportunities Act or other veterans' programs, and others eligible under special hiring authorities may apply under Merit Promotion procedures: 8272-10. You must submit separate and complete application packages for each announcement for which you would like to be considered.

ABOUT BPA:

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free hydroelectricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable wind and hydropower, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and in the field. You can learn more about BPA at www.bpa.gov.

JOB SUMMARY & MAJOR DUTIES:

The Public Utilities Specialist performs a wide variety of program and contract administration assignments involving interactions with BPA's customers, reviewing customer reports, tracking and reporting accomplishments, reviewing files, conducting site visits, writing compliance reports, responding to customer inquiries and resolving acquisition issues.

Energy Efficiency fosters and promotes the efficient use of energy by working with allies and partners and administers BPA's conservation acquisition contracts, provides technical and administrative support for BPA's

market transformation activities, and produces and delivers energy efficiency programs, products, and services. This function performs project management, promotes research and development of non-wires alternatives and future energy web approaches to optimizing the grid; performs market tests, and supports the products and services of BPA's commercial enterprises through resource acquisition peak load reduction and non-wire transmission planning solutions. This function also provides leadership in conservation for the regional energy market, and facilitates the development of cost effective direct application renewable resources. Contract Administration provides oversight on acquisition contracts with BPA's utility customers and assists in, or leads, contract negotiations as well as manages Energy Efficiency's budget.

MINIMUM QUALIFICATIONS:

SPECIALIZED EXPERIENCE

GS-9: Demonstrated experience supporting administration of electric utility energy conservation contracts.

GS-11: Demonstrated experience administering electric utility energy conservation contracts.

GS-12: Demonstrated experience administering electric utility energy conservation contracts, tracking budgets, and reporting accomplishments. Experience working with electric utility energy conservation programs.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application that you have a minimum of **one year** of the specialized experience requirement described above. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

Substitution of education for specialized experience: Completion of graduate level education in the amounts shown below, in addition to meeting the basic requirements, is qualifying at grades GS-9 and GS-11 if it provided the knowledge, skills and abilities necessary to do the work of the position.

GS-9: 2 years of progressively higher-level graduate education leading to a master's degree or master's or equivalent graduate degree.

GS-11: 3 years of progressively higher-level graduate education leading to a Ph.D degree or Ph.D or equivalent doctoral degree.

NOTE: You must submit a copy of college transcripts with your application if substituting education for specialized experience.

Education obtained outside the United States: If your education has been obtained outside the U.S, you must submit proof with your application that your transcripts have been evaluated by a private organization that specializes in interpretation of foreign educational credentials and have been deemed at least equivalent to that gained in conventional U.S. education institutions.

KNOWLEDGE, SKILLS, AND ABILITIES

Please submit a separate narrative response with your application addressing the following Knowledge, Skills and Abilities (KSAs). Failure to submit narrative responses to the KSAs may negatively affect your rating. For information on how to complete KSAs, please go to http://jobs.bpa.gov/How_To_Apply/ksa.cfm.

- 1. Knowledge of energy conservation program requirements and contracts sufficient to serve as a Contracting Officers Technical Representative for Energy Efficiency.** *(Describe your experience administering electric utility energy conservation contracts, including tracking budgets, reporting accomplishments, reviewing acceptability of deliverables received, reporting contract deficiencies and recommending improvements in administrative systems. Include experience working with electric utility energy conservation programs).*
- 2. Knowledge of energy conservation measures installed as a result of a utility program or other energy conservation initiative.** *(Describe your knowledge of energy conservation measures, measure specifications, reviews of installed measures or supporting documentation and issues related to documentation of energy efficiency measures installed.)*
- 3. Ability to represent the organization's interests working with internal or external entities.** *(Describe your experience working as a representative for your organization in interactions with internal or external organizations. Include description of breadth and complexity of matters represented and outcome of those interactions.)*

4. **Ability to work independently and effectively on several contracts/projects simultaneously while under the pressure of diverse demands, frequent interruptions changes in priorities, and short deadlines.** *(Describe your experience working independently on several contracts/projects simultaneously with differing priorities and timeframes incorporating your organizational and attention to detail skills.)*

ADDITIONAL REQUIREMENTS

- 1-5 days of overnight travel per month, includes walk-through's of end-use facilities (homes and businesses)

Security & Suitability: The sensitivity level of this position is designated as 'Low Risk – Non-sensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. Under existing OPM regulations, current Federal employees transferring from another department or agency who have successfully passed this level (or higher) personnel investigation will not be subject to re-investigation under OPM suitability regulations. Further, employees with unescorted access to facilities, systems, and equipment, which, if destroyed, degraded, or otherwise rendered unavailable, would affect the reliability or operability of the bulk electric system, or have access to critical cyber assets that are essential to the reliable operation of the bulk electric system will be required to undergo a Special Agency Check every seven years, thereafter (or sooner if for cause.)

APPLICATION PACKAGE CHECKLIST:

☐ Resume, or other application, that fully describes your education and experience. Application must contain sufficient information to determine eligibility for the position. (The Optional Application for Federal Employment (OF-612) can be found at <http://www.usajobs.opm.gov/of612.asp>.) **Applications must include the following information:**

- Job Announcement number, title, and grade
- Full legal name, mailing address, contact telephone number and email address
- Country of citizenship
- High school attended which includes name of high school and location.
- Employment history [Unpaid experience (internships, volunteer work, etc.) related to the position may also be included]. Include job title (include series and grade if position was Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
- Indicate if we may contact your current supervisor.
- A list of other job-related training, skills (i.e., languages, tools, machinery, typing speed, etc.), certificates and licenses, recognition, professional memberships, publications, leadership activities, etc.

☐ **Grade Information:** You must indicate on your application the grade level(s) for which you are applying. Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements.

☐ Narrative responses to Knowledge, Skills, and Abilities.

☐ College transcripts (photocopies are acceptable) for positions with education requirements.

☐ **VETERANS:** To be considered for veteran's preference, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.

☐ All applicants are encouraged to complete and submit BPA Form F3330-11e, Applicant Disability, Race/National Origin and Gender Identification form and Applicant Source Form (located at the end of this announcement, or may be downloaded at http://jobs.bpa.gov/How_To_Apply/forms.cfm).

If your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration. Material received after the closing date will not be accepted.

HOW TO SUBMIT YOUR APPLICATION:

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building. Applicants are responsible for ensuring materials are transmitted successfully.

- **Via Email:** Application materials may be emailed to jobs@bpa.gov with the Job Announcement Number in the subject line. If you send your application through multiple formats, please include your name and the Job Announcement Number on each page.
- **Via Facsimile:** Application materials may be faxed to 503-230-3149.
- **Via US Mail:** Application materials may be mailed to Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

After You Apply:

You will be notified via email of receipt of your application package. This will also explain our process in more detail. Applicants should retain a copy of their application as BPA does not return applications or provide copies. For more information, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 11:59 pm PT. If all materials are not received by the closing date, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

ADDITIONAL INFORMATION:

VETERANS	<p>Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. To review eligibility requirements for 5-point and 10-point veterans preference, along with complete information on employment of veterans, please refer to the OPM VetGuide: http://opm.gov/staffingPortal/Vetguide.asp</p>
CAREER TRANSITION ASSISTANCE PROGRAM/ INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (CTAP/ICTAP)	<p>Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. 'Well qualified' for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference, if applicable</p> <p>Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. <u>Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.</u></p> <p>For additional information please refer to http://www.opm.gov/ctap/.</p> <p>All eligible Office of Civilian Radioactive Waste Management (RW) employees will receive priority placement consideration for any vacancy within DOE under the DOE Internal Transition Assistance Plan (ITAP). RW employees will be considered and selected before any other candidate as long as they are found qualified for the position.</p>
BENEFITS	Information on BPA benefits can be found at: http://www.jobs.bpa.gov/Benefits/
EQUAL EMPLOYMENT OPPORTUNITY	The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
REASONABLE ACCOMMODATION	Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.
LEGAL AND REGULATORY GUIDANCE	<p>Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.</p> <p>Signature - Before you are hired, you will be required to certify the accuracy of the information in your application.</p> <p>False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.</p> <p>Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. You may obtain your Selective Service Number at: https://www.sss.gov/RegVer/wfVerification.aspx</p>
FORMS AVAILABILITY	All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272. You may also download a copy of this announcement, including all forms, from our website at http://www.jobs.bpa.gov .

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade
<input type="text"/>	<input type="text"/>

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER ADMINISTRATION

Approved by Forms Mgmt.
06/10/2010

APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND GENDER IDENTIFICATION
(Please read the instructions and Privacy Act Statement before completing this form)

PRIVACY ACT STATEMENT

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304 and 7201 of Title 5 of the U.S. Code, Section 2000e of Title 42 of the U.S. Code; and Section 791 of Title 29 of the U.S. Code.

1. Vacancy Announcement Number	2. Position Title, Series, Grade
3. Name (Last, First, Middle Initial)	4. Are you a U.S. Citizen? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	

6. SECTION A. DISABILITY STATUS

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A person is disabled if he or she has a physical or mental impairment, which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

01. I do not wish to identify my handicap status.

05. I do not have a disability

SPEECH/HEARING/VISION IMPAIRMENTS

- 13. Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"]).
- 15. Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid).
- 16. Total deafness in both ears, with understandable speech.
- 17. Total deafness in both ears, and unable to speak clearly.
- 22. Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected – "Tunnel vision").
- 23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting devices such as glass or projector modifier).
- 24. Blind in one eye
- 25. Blind in both eyes (no usable vision, may have some light perception)

MISSING EXTREMITIES

- | | | | |
|---|-------------|--|-------------|
| 27. One hand | 28. One arm | 29. One foot | 32. One leg |
| 33. Both hands or arms | | 34. Both feet or legs | |
| 35. One hand or arm <u>and</u> one foot or leg | | 36. One hand or arm <u>and</u> both feet or legs | |
| 37. Both hands or arms <u>and</u> one foot or leg | | 38. Missing both hands or arms <u>and</u> both feet or legs. | |

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS (Because of chronic pain, stillness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)

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|-----------------------|----------------------|--|----------------------|
| 44. One or both hands | 45. One or both feet | 46. One or both arms | 47. one or both legs |
| 48. Hip or pelvis | 49. Back | 57. Any combination of two or more parts of the body | |

PARTIAL PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

- | | | | |
|--|---|-----------------------|----------------|
| 61. One hand | 62. One arm, any part | 63. One leg, any part | 64. Both hands |
| 65. Both legs, any part | 66. Both arms, any part | | |
| 67. One side of the body, including one arm and one leg. | 68. Three or more major parts of the body (arms and legs) | | |

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U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER ADMINISTRATION

Approved by Forms Mgmt.
06/10/2010

APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND GENDER IDENTIFICATION
(Please read the instructions and Privacy Act Statement before completing this form)

7. COMPLETE PARALYSIS *(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)*

- | | | | |
|--|-----------------------|---|----------------------|
| 70. One hand | 71. Both hands | 72. One arm | 73. Both arms |
| 74. One leg | 75. Both legs | 76. Lower half of body, including legs | |
| 77. One side of body, including one arm and one leg | | | |
| 78. Three or more major parts of body (arms and legs) | | | |

OTHER IMPAIRMENTS

80. Heart disease with no restriction or limitation of activity *(History of heart problems with complete recovery.)*

- 81.** Heart disease with restriction or limitation of activity
82. Convulsive disorder *(e.g. epilepsy)*
83. Blood disease *(e.g. sickle cell anemia, leukemia, hemophilia)*
84. Diabetes
86. Pulmonary or respiratory disorders *(e.g. tuberculosis, emphysema, asthma)*
87. Kidney dysfunctioning *(e.g. if dialysis [Use of an artificial kidney machine is required])*
88. Cancer *(a history of cancer with complete recovery)*
89. Cancer *(undergoing surgical and/or medical treatment)*
90. Mental retardation *(Chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A.)*
91. Mental or emotional illness *(A history of treatment for mental or emotional problems.)*
92. Severe distortion of limbs and/or spine *(e.g. dwarfism, severe distortion of the back)*
93. Disfigurement of face, hands, or feet *(e.g. distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc.])*
94. Learning disability *(A disorder in one or more of the processes involved in understanding, perceiving, or using language Or concepts [spoken or written]; e.g. dyslexia.)*

06. I have a disability, but it is not listed above: Describe below:

SECTION B. ETHNICITY AND RACE IDENTIFICATION: Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are you Hispanic or Latino? *(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)*

☐ Yes ☐ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box(s). Check as many as apply.

RACIAL CATEGORY <i>(Check as many as apply)</i>	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America <i>(including Central America)</i> , and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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